DOMESTIC VIOLENCE PROTECTION ORDERS
COURT AND DATA CENTER CHECKLIST

☐ **Signage and Information**: Create signage in Courthouses directing petitioners to Protection Order information or to Protection Order Advocacy Program.

☐ **Forms**: Purge old protection order forms and stock only current State pattern forms. Only the most recent forms for DV Protection Order(s) should be allowed to ensure that the order is enforceable and can be served and entered. **Current protection order petition, temporary order, and LEIS must state "6/2010" at the bottom and can only be obtained at** www.courts.wa.gov/forms.

☐ **Time**: All courts and data centers to establish procedures for electronic transfer of protection orders within 6 months. At end of period United States mail should no longer be accepted. Standardized face sheet should clearly provide pertinent information in a simple format and direct law enforcement to SERVE the order, ENTER the order or BOTH.

☐ **"Filing for a Protection Order" Packet**: All Courts to provide "Filing for A Protection Order" packet, and information for petitioners to access the Protection Order Advocacy Program (POAP) or its website www.protectionorder.org.

DOMESTIC VIOLENCE PROTECTION ORDERS
JUDGE AND PARTICIPANT CHECKLIST

A DV protection order issued without the following information will not be enforceable and may not exist in the law enforcement databases. If either party does not have all the information completed on the forms, it is important to ask that s/he or their attorney completes it before the hearing.

☐   **CURRENT DV PROTECTION ORDER FORM USED**
Only use the most recent forms for DV Protection Order(s) to ensure that the order is enforceable and can be served and entered. **Current protection order petition, temporary order, and LEIS must state "6/2010" at the bottom and can only be obtained at** www.courts.wa.gov/forms.

☐   **LAW ENFORCEMENT INFORMATION SHEET (LEIS) COMPLETE AND LEGIBLE**
     ☐ First, middle and last name of everyone named on order (Petitioner, Respondent, Minor Children)
     ☐ Sex: male/female for all parties
     ☐ Race for all parties
     ☐ Full dates of birth of parties and minor children
     ☐ Respondent's address (to determine service) and either actual address of petitioner (if it is NOT confidential) or contact person's address (if petitioner's address IS confidential).
     ☐ Relationship of parties indicated. Intimate partners includes: spouses, former spouses, child in common or current or former cohabitant. Dating relationship **not** sufficient to determine intimacy.

☐   **ORDER FORM MATCHES TYPE OF ORDER BEING ISSUED**
Do not use one form in place of another (E.g. protection order in place of a sexual assault protection order or anti-harassment order or vice-versa). Hand modified, created, or corrected forms will not be accepted; be sure the order form matches the order you want to issue.

☐   **LIMIT CUSTOMIZATION WHEN POSSIBLE**: Reminder, overly "customized" orders may impede law enforcement ability to enforce the order.

☐   **CONFIRM JURISDICTION**: Utilize King County parcel viewer website.
Located at: http://www.kingcounty.gov/parcelviewer/viewer/kingcounty/viewer.asp
Directions:
1) Click on "Search by Address"
2) Enter house number
3) Enter Street name (**Note:** Do not enter Street Direction (E,W,N,S) or Suffix (St., Ave., Blvd., etc.). A list of potential matches will be displayed.)
4) Click on the address that matches the one you are searching
5) Click on the link, Get property Report
6) Click on PROPERTY DETAIL (upper right red tab across top)
7) Look for jurisdiction under "Parcel Data." It will list the police agency responsible for entry and/or service.

☐   **FINAL CHECKS**
     ☐ Date order is signed is current date; not a future date.
     ☐ Expiration Date in the future (non-expiring should list the year as 2099.)
     ☐ Identify police agency responsible for Entry of the order (where petitioner lives--ask who comes to her/his house when s/he dials 911.) Do Website Check if needed.
     ☐ Identify police agency responsible for Service of the order (where respondent lives--again ask who comes to the house when s/he dials 911.) Do Website Check if needed.
     ☐ Firearm surrender ordered: box checked and police department listed.
     ☐ Signature of Judge/Commissioner is on the order
     ☐ Name of Judge/Commissioner is legible and printed on order

☐   **DOUBLE-CHECK THAT ORDER IS LEGIBLE AND COMPLETE**

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│           DOMESTIC VIOLENCE PROTECTION ORDERS                     │
│           POLICE DEPARTMENT CHECKLIST                             │
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☐ Make "Filing for A Protection Order" packet available in public areas of police department as well as information for petitioners to access the Protection Order Advocacy Program (POAP) or its website www.protectionorder.org

☐ Participate in updating and utilizing DV Prosecution Reference Guide information

☐ Designate an information liaison for POs in each agency

| DOMESTIC VIOLENCE PROTECTION ORDERS |
| PATROL / CIVIL DETECTIVE CHECKLIST |

Serving Respondents with Protection Orders

PRE-SERVICE

❑ Review and <u>pre-check</u> boxes on Return of Service (what is to be served).

❑ Review Law Enforcement Information Sheet (LEIS) for issues: limited English proficiency. (LEP), disability, brain injury or other impairment. **Use language line for LEP respondents.**

❑ If parties reside together, assess safety of calling petitioner in advance to alert of service attempt.

SAFETY

❑ Check Respondent for warrants and high risk criminal history.

❑ Read documents and LEIS to assess special safety risks to officers or petitioner.

❑ Assess other LE needs at service (e.g. making respondent leave shared residence, assisting with civil standby, child exchange, turning over keys, or firearm removal if ordered by court)

❑ Prohibit contact with protected persons during service. If contact occurs, write up a report.

❑ Provide respondent a few minutes to gather **essential** personal belongings/tools of trade. Disputed items remain in the home.

AFFIDAVIT OF SERVICE IS COMPLETE, ACCURATE & LEGIBLE

❑ Check and mark form that all documents are served.

❑ Document on form date, time and address where service was completed.

❑ Document on form all service attempts (dates and times).

❑ Document problems at time of service (respondent evading service, aggressive/making threats).

❑ Make sure serving Officer's signature and date are included and legible.

❑ **If Return of Service is incomplete in any way, court requires respondent be served again.**

UPDATING WACIC, COURT, PETITIONER

❑ Contact data or records unit upon service to update the WACIC entry.

❑ Fax or email the Return of Service to court that issued the order.

❑ Attempt to notify petitioner that order served. Use language line for Limited English Proficient (LEP) petitioners.